

**TOWN OF MANSFIELD  
PERSONNEL COMMITTEE**

**Thursday, July 16, 2012  
Conference Room B, Audrey Beck Municipal Building  
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Other Council Members Present: David Freudmann, Peter Kochenburger, Bill Ryan

Staff Present: Maria Capriola, Assistant Town Manager, Matt Hart, Town Manager

The meeting was called to order at 6:02 p.m.

**1. PUBLIC COMMENT**

Martha Kelly, Bundy Lane. Ms. Kelly spoke in regards to the Ethics Code, both the Town and Board of Education Ethics policies. Ms. Kelly spoke as an individual, not as a Board of Education member.

**2. APPROVAL OF MINUTES**

The meeting minutes of 6/18/12 were moved as presented by Keane and seconded by Shapiro. The minutes were unanimously approved as presented.

**3. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE**

The Committee discussed next steps for distribution of the performance review form to Council members and of the 360 form to the Town Manager's direct reports. By consensus, the Committee agreed that the content of the 360 form is fine and that Moran/staff will work on formatting the comment boxes.

**4. ANTI-HARASSMENT POLICY REVISIONS**

Staff reviewed draft revisions of the anti-harassment policy with the Committee. Committee members noted that the policy falls within the Manager's purview, but by consensus endorsed the revisions as presented.

**5. ETHICS CODE & POLICY (Town and BOE)**

Committee members discussed communications received by the Council from the Board of Education regarding the BOE's recently adopted ethics policy. Topics discussed included: enforcement powers of Town Ethics Board regarding the Board of Education's policy; legal authority of both entities re: Code applicability/enforcement to BOE employees; gift giving; and whether or not the Town ordinance should be amended to meet the Board of Education's requests. Shapiro made the motion, seconded by Moran to direct the Committee Chair to arrange a meeting consisting of herself, the Town Manager or his designee, the Superintendent and the Mansfield Board of Education Chair or his designee to resolve the issue of the Town's inclusion of the Board of Education in its Ethics Ordinance. The motion was unanimously approved.

## 6. PENSION/RETIREMENT BENEFITS

Capriola provided an overview of pension and retirement benefits (not including health insurance) offered to regular and nonregular employees. The Committee will invite the Town's employee benefits consultant to a future meeting to further discuss the topic of defined benefit v. defined contribution pension plans.

Keane made the motion, seconded by Moran to adjourn the meeting. The meeting adjourned at 7:39 p.m. The next meeting is scheduled for Monday, August 20, 2012.

Respectfully Submitted,  
Maria E. Capriola, M.P.A.  
Assistant Town Manager